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P. O. Box 3677
Baton Rouge, LA 70821-3677
Phone (225) 342-4253, FAX (225) 342-9318
www.regents.state.la.us

Memorandum

To: John Antolik, Louisiana State University System
Nick Bruno, University of Louisiana System
Tolor White, Southern University System
Jan Jackson, Louisiana Community and Technical College System
Nancy Rabalais, Louisiana University Marine Consortium

From: Donald J. Vandal, Deputy Commissioner for Finance and Administration

Date: July 1, 2009

Re: FY 2009-2010 Operating Budget Reduction Summary

This memorandum shall serve as the official request from your respective institutions for the completion of the FY 2009-2010 operating budget reduction summary. This form can be found on the Board of Regents website www.regents.state.la.us under the Finance/Facilities section under the heading "forms"/"Operating budget data". This form is very similar to the BOR4 completed for the operating budget each year and should be completed for operating budget funds only. Please download the form from this site and leave intact for electronic submission.

Each institution should complete the summary for each college within the institution as well as a roll up by institution. Any expenditure category total reduction percentage greater than the overall institution reduction percentage must be explained at the bottom of the page. In addition to financial data, space has been provided to collect FTE data by function. FTE data has been selected in order to avoid duplication of employee/position counts. The line labeled "Laid Off/Separated" should include all laid off, separated, and otherwise terminated employees. Funded vacancies should be those positions that were vacant prior to July 1, 2009, but were eliminated or frozen on July 1, 2009.

These completed forms should be sent to this office no later than August 3rd, 2009. Forms should be e-mailed to lori.parker@la.gov along with 1 bound copy provided to our office.

If you have questions concerning these matters, contact me or Lori Parker, Assistant Commissioner for Budget Analysis at 225-342-4253.